

Students' rights and obligations

(دليل الطالب بجامعة الطائف - وثيقة حقوق والتزامات الطالب الجامعي)

General student's rights

- Obtain a copy of this guide through the university's website or the scientific department.
- Facilitate the student's access to all his rights within the university in full through the administrative and academic bodies in accordance with the rules and bylaws in force.
- The commitment of faculty members, staff and employees of the university to respect the student and give him all his academic and literary rights.
- Non-discrimination or racism.
- Providing safety requirements and guidance within the department in which it is taught to ensure that it is not exposed to risks.
- Enable him to defend himself in front of any university in any disciplinary case filed against him and not to be punished until after hearing his statements, unless it proves that his absence was an unacceptable excuse after being summoned for the second time.
- Appeal against the disciplinary decision issued against him in accordance with the rules in force in this regard under the provisions of student discipline.
- Maintain the contents of his file inside the university and the integrity of dealing with him and not handed over only to the student himself or guardian or authorized by the investigation authorities or the judiciary or another government agency.
- The right of the student with special needs to receive the appropriate and appropriate service to his needs in accordance with the bylaws and rules prepared for that.

Student's rights in academic education

- Provide the appropriate study environment to achieve the educational objectives assigned to it.
- Access to scientific material and knowledge associated with university courses taught in accordance with university rules and bylaws governing academic work.
- Obtain study plans in the department and specializations available to him, as well as access to study schedules before the start of the study and conduct registration in the courses offered by the system according to the mechanism organized.

- Deleting or adding any course, apology or postponement of the whole semester as provided by the system of study and registration at the university within the specified period and announced to the students.
- Evaluation of the education received by students and this helps in achieving the desire of the university to improve the quality of academic education.
- The commitment of faculty members to the dates and times of lectures and to meet the scientific and practical hours and not to cancel the lectures or change their times except in case of necessity and after the announcement, to be given alternative lectures on those that have been canceled or absent by the faculty member to meet The decision after coordination with the students and the department to complete it.
- Inquire and decent scientific discussion with faculty members without supervision or punishment in this, whether during the lecture or during the office hours announced to meet students.
- Conducting all the tests that are held for the course unless there is a legal obstacle that prevents them from being conducted in accordance with the relevant bylaws and instructions provided that the student is informed that he is not allowed to enter the test before sufficient time.
- Know his results obtained in the monthly, quarterly and final tests performed after the completion of the correction and adoption.
- Choose the specialization approved by the student in a way that does not contradict the rules governing it.
- Know the requirements for graduation.
- Provide academic guidance that enables the student to choose the necessary courses for the degree, and provide appropriate guidance that helps them avoid problems during the study and in harmony with university life.

Student's rights in examinations

- The test questions should be within the course and its contents and the issues raised or taken during the lectures and consider the parallel and logical distribution of grades in order to achieve a fair assessment of the abilities of students.
- The time limit for the answer should be sufficient.
- Consider the proper distribution of scores in the questions of quarterly and final exams in order to achieve a fair assessment of students' abilities.

- To be allowed to take all the tests that are held for the course unless there is an objection to prevent it in accordance with the bylaws and instructions to do so provided that they are informed of the denial of entry to the test well in advance.

Student's rights in university services

Students have the right to enjoy the following university services (if available) in a manner that does not contradict with the bylaws and laws governing this, including:

- Obtain a university ID card.
- Benefiting from the services and approvals at the university (books, electronic and branch libraries, gyms, cafeterias, etc.) in accordance with the bylaws and bylaws in force
- Access to university housing.
- Access to health care and treatment within the university hospitals and health centers.
- Participate in various sports activities and use the facilities allocated for it within the university.
- Benefit from welfare and welfare and any other services provided by the University.

Obligations of students

General obligations

- Not to carry out acts that violate Islamic morals and general morals and adhere to appropriate dress code and behavior.
- Respect the bylaws, bylaws and instructions of the university and its decisions issued in implementation of them.
- Do not tamper with, damage or disrupt university equipment or facilities from work or breach of cleanliness of property and university facilities.
- Non-use of university facilities and equipment for purposes other than the assigned.
- Do not offend the words or deeds of the university employees and students and guests and treat them with respect.
- Carrying the university card inside the university and present it to the officials upon request.
- Failure to provide forged documents for the purpose of obtaining any benefit or advantage.
- No smoking on campus.
- Do not disturb or gather in places other than the designated places.

Educational or academic obligations

- Respect the rules and arrangements related to the curriculum and fulfill all its requirements.

- Commitment in the study according to scheduled dates.
- Not to attend theoretical and practical meetings in the courses that are not registered in it without special permission from the professor of the course.
- Make sure to close the mobile phone before entering the classrooms and laboratories and not use it during lectures and tests.
- Do not eat or drink in classrooms, laboratories or university libraries.
- Non-introduction of prohibited materials or equipment in the classrooms and laboratories.
- Secretariat and not to seize the work of others or resort to illegal means or help in the preparation of homework, research and other study requirements related to the courses.
- Maintain university materials, tools and books and retrieve borrowed items on time.
- Transfer, registration, apology, deletion and addition in accordance with the provisions, bylaws and bylaws of the University.
- Student commitment to the instructions and instructions directed by the official in the test rooms.

Obligations during examinations

- Do not violate the rules and bylaws of tests
- Do not cheat or attempt to help or commit it
- Not impersonating others
- Stay calm in the test room
- The student should abide by the rules and arrangements related to the tests and the system and not cheating
- Avoid theft of literary and intellectual work of others

Obligations in the field of university services

- Payment of the prescribed amounts, whether the value of student services, fines or otherwise to the concerned authorities.
- Inform the University of any case of document forgery or any activity intended to offend the University and its property.
- Follow-up access to the University's announcements and various forms intended to inform the student of all developments that interest him, whether it is internal boards or emails on the student's e-mail or messages via mobile and other.
- Participate in sports, social and community activities offered by the university according to the bylaws governing it.

Violations of the list of rights and obligations and penalties thereof

General violations:

- Any statement or act that affects honor or dignity and prejudice the good behavior and values and values inside or outside the university.
- Any damage or attempt to destroy the facilities or university equipment.
- Organizing gatherings inside the university or issuing or distributing bulletins or collecting funds or signatures before obtaining a license from the competent university authorities.
- Hurting, assaulting, threatening or demonstrating disrespect towards any member of the university or administrative cadres, directly or indirectly.
- Acts that violate the university system or planned abstinence or incitement to not attend lectures.
- Overrun any of the University's property of buildings, facilities or facilities or enter it without permission.
- Theft, which includes theft of services or personal or belongings of the University within its premises or in any university activity.
- Isolation of the standards of clothing of the university and the university takes into account cultural diversity and respects the requirements of providing a productive learning environment and therefore students should respect the local culture and traditions in their clothes, where inadequate confusion of males or females is not accepted as the offending student faces appropriate disciplinary measures.
- Owning, copying or using keys in the university buildings, facilities, or properties without permission.
- Unauthorized access to or use of the University's facilities or property, including computer tools or software.

Academic violations

- Not attending lectures or exercises, practical lessons and other bylaws that require regularity.
- Cheating in tests or initiating it.
- Breach of the testing system.
- Literary or intellectual theft of the work of others, including:
 - Use references (books, newspapers, encyclopedias or the Web) without disclosing it.
 - Provide the same work in different classes or divisions of study.
 - Buying an academic work or handing out a work prepared by another person.

- Deliver work without respecting the rationale of the quotation within the text.
- Accomplish what is entrusted to the assignments or work in a way that is scientifically inappropriate, such as fabrication of results and data, or provide false certificates or provide collective work as an individual work or not to participate actively in the collective work.
- Interference in the work of other students without prior permission or permission to contribute to academic misinformation.

Disciplinary penalties

The disciplinary committee shall, after confirmation of the violations referred to it, have the right to inflict one or more of the following penalties:

- Orally alert and document this with a written commitment undertaking.
- Written warning.
- Temporary denial of participation in student activities or some university services.
- Deprivation of taking the exam in one or more courses in one semester.
- Cancel the exam material or materials in cases of fraud or attempt.
- Suspension of study for a period of not less than one semester and not more than two semesters with suspension of reward.
- Final rejection from the university.
- Referring any cases involving quasi-criminal to the competent authorities outside the University for Investigation

General Notes

- Disciplinary decisions shall be kept in the student's file.
- The decision of the final semester shall not allow the re-enrollment of the student at the university.
- The decision of the disciplinary punishment may be announced inside the university.
- The student's guardian may be notified.

Student grievances and complaints

Complaints or academic grievances related to academic matters such as admission, grades, academic suspension, misinformation, plagiarism, deliberate falsification of information, submission of work prepared for a course in another course and copyright infringement. It also includes non-academic complaints. They include, but are not limited to, harassment (verbal or physical), threats, subversive or abusive behavior on campus, fines, fees, exclusion from use of a particular service, discrimination, access to records, violation of policies.

Taif University pursues a fair and transparent policy on students' grievance against disciplinary penalties if the student is not convinced of the disciplinary action taken against him. The applicant must submit his report to the Dean of the College within two weeks. Informing the student of what the Committee deems appropriate and, in the event, that he is not convinced, the

matter shall be referred to the Standing Committee for the Protection of Student Rights, which shall undertake the study and research of the case and its decision shall be binding on all.